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All DD Home and Community-Based Waivers: Personal Assistant

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- **Accrual Of Minutes**

ACCRUAL OF MINUTES

A unit of Personal Assistant service is 15 minutes. Effective for dates of service on and after April 1, 2020, it is permissible to accrue partial units of less than 15 minutes for several dates of service and bill the total, in whole units (15 minutes), at the end of the day, week, or month as long as the service delivery is consistent with the written plan of care in the Individual Support Plan. For example, a provider delivers care from 10:00 AM to 2:05 PM on June 1, then provides care from 10:00 AM to 2:10 PM on June 2. Sixteen units of services are billed for June 1, and 17 units of services are billed on June 2. Providers are required to reference all partial units that add up to the 15 minute unit billed. Partial units may only be accrued during the same calendar month and may not be carried over and accrued in a different calendar month.

When billing multiple dates of service on one detail line of a claim, total the time spent in minutes for each date, divide by 15, and bill the number of whole units. Do not round up to the nearest whole unit. For example, at the end of the month, time spent in the provision of personal care to an individual who received services every day, totals 620 minutes. $620/15=41.33$ units. Bill for 41 whole units of service.

When billing multiple dates of service on one detail line of a claim, dates during which the client is in a hospital, in a nursing home facility, visiting relatives or is ineligible should not be included in the range of dates. When billing multiple dates of service on one detail line of a claim, do not bill for dates of service falling in two separate calendar months.